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ABSTRACT

The computerized "Assistant Prof" program at the University of South Carolina at Spartanburg is writtem in Lotus 1-2-3 to aid college professors in all their various administrative duties. The program performs four distinctive functions: (1) record keeping; (2) form producing; (3) grade calculating; and (4) feedback of student class standing as well as complex grade calculations and what-if analysis. The first three functions of the program are used to maintain students' names, identification, class attendance, class participation, homework performance, grades on writing assignments, points for extra credit, and grades on quizzes, tests and exams. Macros are selected from drop-down menus to allow the professor to enter information. Manual input, meaning that macros from drop-down menus are not used, is required for some of the record-keeping. In the student feedback component, macros create a bar chart, line graph, and a pie chart after each test. These can be given to every student in order to provide a visual aid of individual as well as class performance. In addition, based on a student's performance to date, the program can provide the scores that one must attain to reach a desired letter grade in the course. Attendance, class participation, chapter quizzes, chapter homework, and writing assignments equal one test called Test IV, which contains formulas that drop the students' lowest quiz score. Five figures provide examples of the worksheet with average grades and letter grades; student file folders; Test IV totals sheet; class graph and pie chart; and "what-if" analysis. (AEF)

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The Computerized "Assistant Prof"

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Introduction

This program is written in Lotus 1-2-3 to aid college professors in all their various administrative duties. This program performs four (4) distinctive functions: 1) record keeping, 2) form producing 3) grade calculating, and 4) feedback of student class standing as well as complex grade calculations and what-if analysis because of its integrative nature and its extensive network of macros. By using this program a professor can save time on the traditionally tedious while providing information that serves both interests of the students and the college.

Record Keeping, Form Producing, and Grade Calculations

This part of the program is used to maintain the students' names, identification, class attendance, class participation, homework performance, grades on writing assignments, points for extra credit, and grades on quizzes, tests, and exams.

Macros are selected from drop-down menus to allow the professor to enter information. In order to set up a new class, the professor selects a macro that allows entry of the student names and an assigned student ID number. When recording test grades, a macro requests the student ID and the student's test grade. With the input of this information the macro places the test grade in the proper cell in the "Grades" worksheet. There are formulas in this worksheet to average student grades and formulas to determine letter grades--see Figure 1. Grades for chapter quizzes may be recorded in the same way.

Manual input, meaning that macros from drop-down menus are not used, is required for attendance, class participation, homework, writing assignments and extra credit. At the beginning of the semester student names and ID's are entered in the "Grades" worksheet. Another worksheet, "Labels," contains formulas that place student names into a 3 column by 10 row matrix that allows printing thirty (30) student labels per sheet of labels for file folders. The file folders are used by the students to turn in their chapter homework assignments, writing assignments, and extra credit. The forms for recording homework grades and extra credit points have an added benefit because they are taped inside the students' individual folders and serve as visual reminders of the quality and quantity of one's every day performance every time students turn in homework. Only points DEDUCTED are placed on the form for chapter homework and writing assignments. Points RECEIVED are listed for extra credit. The file folders remain in the custody of the professor and are manually posted to

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the program before each test--see Figure 2. Attendance sheets are printed at the beginning of the semester for taking attendance and points DEDUCTED are manually entered in the program before each test.

Attendance, class participation, chapter quizzes, chapter homework, and writing assignments equal one test called Test IV. The program contains formulas that drop the students' lowest quiz score. Test IV has equal weight with all other tests. Points deducted for these items are subtracted from one hundred, thus allowing the student to know their Test IV score at all times, see Figure 3. Extra credit points earned are added to tests during the semester.

Student Feedback Component

Probably the most appreciated aspect of the program is the student feedback component. Macros create a bar chart, line graph, and a pie chart after each test. These are printed out on a single sheet of paper, see Figure 4. These graphs are given to every student in order to provide a visual aid of individual as well as class performance.

The program can also perform what-if analysis for each student. Based on a student's performance to date, the program can provide the scores that one must attain to reach a desired letter grade in the course, see Figure 5. Due to the right to Privacy laws, we no longer post final grades for the students at the University of South Carolina at Spartanburg. With the assignment of a secret two-digit identification number for each student, professors can provide grade information. The what-if analysis is greatly appreciated by the students since it shows them their class standing as well as their peers.

Figure 1

COURSE NAME	***INTERMEDIATE ACCOUNTING***		
COURSE NUMBER	**SBAD 332**		
COURSE SECTION	**001**	**CLASS HOURS**	**11:00am - 11:50am**
SEMESTER	**SPRING 1996**	**CLASS DAYS**	**M - W - F**

NAME	I.D.	TEST I	TEST II	TEST III	TEST IV	TOTAL	AVG	GRADES
PASSING STUDENT	PASS	60	60			120	60.0	D
	37	45	50			95	47.5	F
	17	95	96			191	95.5	A
	13	81	80			161	80.5	B
	94	65	44			109	54.5	F
	25	68	76			144	72.0	C
	1	58	50			108	54.0	F
	88	55	48			103	51.5	F
	97	58	60			118	59.0	F
	2	68	68			136	68.0	D+
	60	68	44			112	56.0	F
	5	71	42			113	56.5	F
	31	71	44			115	57.5	F
	23	85	76			161	80.5	B
	39	75	62			137	68.5	D+
	40	71	64			135	67.5	D+

Figure 2

INTERMEDIATE ACCOUNTING
SBAD 332
SPRING 1996

CHAPTER	TEXTBOOK HOMEWORK	COMPUTER HOMEWORK	COMPUTATIONS & FORMS	APPEARANCE & ORDERLY	TOTAL REDUCTION	EXTRA-CREDIT POINTS
14						
15						
16						
17						
18						
19						
20						
21						
22						
24						
WRIT. #1						
WRIT. #2						

Figure 3

COURSE NAME	INTERMEDIATE ACCOUNTING		
COURSE NUMBER	SBAD 332	TEST IV TOTALS	
COURSE SECTION	001	CLASS HOURS	11:00am - 11:50am
SEMESTER	SPRING 1996	CLASS DAYS	M - W - F

NAME	I.D.	QUIZZES	HW	ATTEND	PART	WRIT I	WRIT II	TOTAL
	2	1	0	0	0	0	0	99
	25	1	1	0	0	0	0	98
	97	1	1	0	0	0	0	98
	17	2	0	0	0	0	0	98
	31	2	0	0	0	0	0	98
	58	2	0	0	0	0	0	98
	23	3	0	0	0	0	0	97
	13	2	2	0	0	0	0	96
	60	5	0	0	0	0	0	95
	24	5	1	0	0	0	0	94
	16	4	2	0	0	0	0	94
	88	6	0	0	0	0	0	94
	1	6	0	0	0	0	0	94
	94	2	0	4	0	0	0	94
	5	2	1	4	0	0	0	93
	40	3	1	4	0	0	0	92
	39	5	0	4	0	0	0	91
	73	4	2	4	0	0	0	90
	37	2	1	8	0	0	0	89

Figure 4

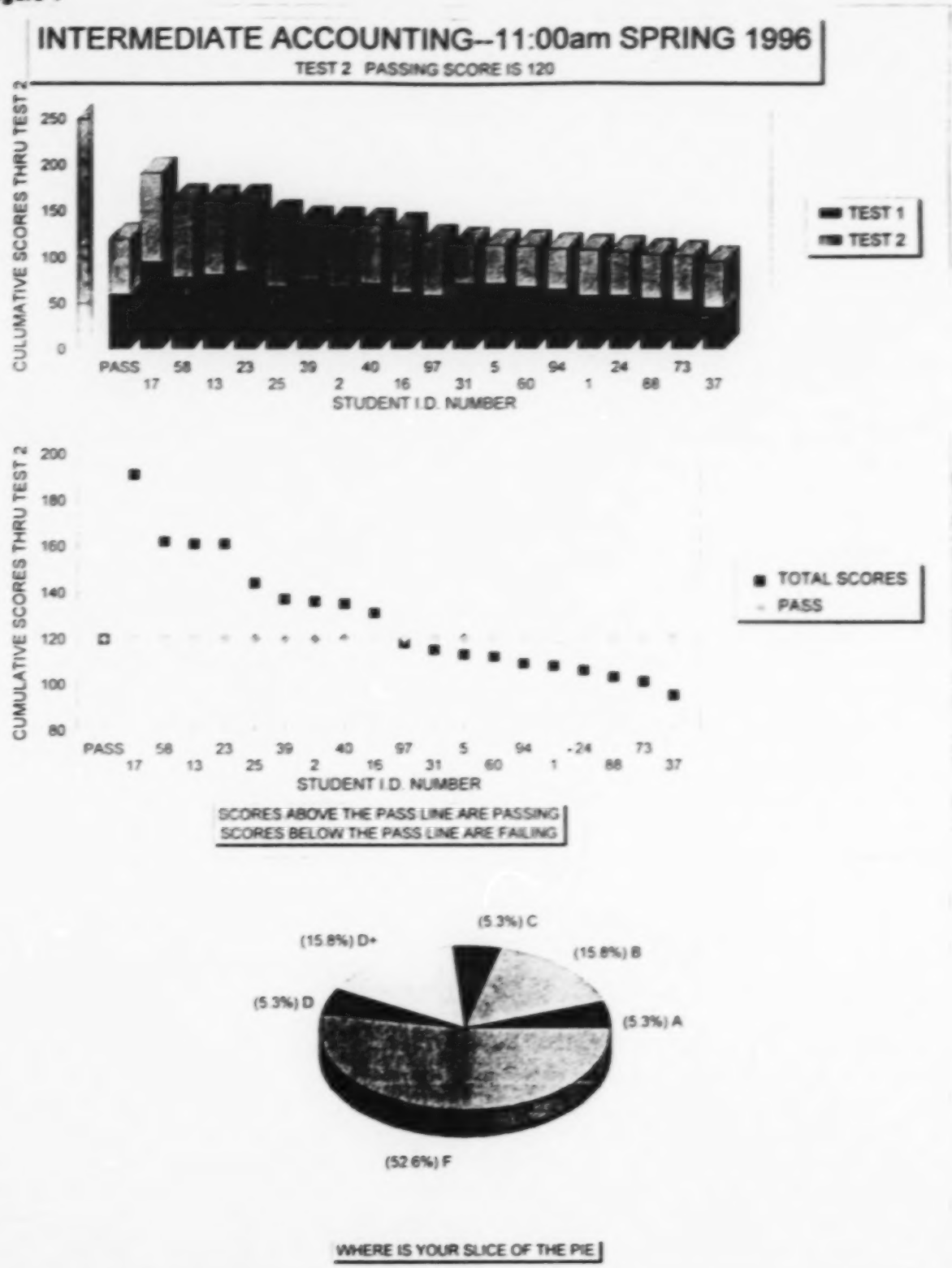
INTERMEDIATE ACCOUNTING--11:00am SPRING 1996
TEST 2 PASSING SCORE IS 120
CULUMATIVE SCORES THRU TEST 2
250
200
150
100
50
0
PASS 58 23 39 40 97 5 94 24 73
17 13 25 2 16 31 60 1 88 37
STUDENT I.D. NUMBER
TEST 1
TEST 2
CUMULATIVE SCORES THRU TEST 2
200
180
160
140
120
100
80
PASS 58 23 39 40 97 5 94 24 73
17 13 25 2 16 31 60 1 88 37
STUDENT I.D. NUMBER
TOTAL SCORES
PASS
SCORES ABOVE THE PASS LINE ARE PASSING
SCORES BELOW THE PASS LINE ARE FAILING
(5.3%) C
(15.8%) D+
(15.8%) B
(5.3%) D
(5.3%) A
(52.6%) F
WHERE IS YOUR SLICE OF THE PIE

Figure 5

COURSE NAME	INTERMEDIATE ACCOUNTING		
COURSE NUMBER	SBAD 332	WHAT-IF	
COURSE SECTION	001	CLASS HOURS	11:00am - 11:50am
SEMESTER	SPRING 1996	CLASS DAYS	M - W - F

NAME	I.D.	TEST I	TEST II	TEST III	TEST IV	TOTAL	A	B+	B	C+	C	D+	D
	17	95	96	0	98	289	81	73	56	48	31	23	6
	58	78	84	0	98	260	95	88	70	63	45	38	20
	23	85	76	0	97	258	96	89	71	64	46	39	21
	13	81	80	0	96	257	97	89	72	64	47	39	22
	25	68	76	0	98	242	104	97	79	72	54	47	29
	2	68	68	0	99	235	108	100	83	75	58	50	33
	39	75	62	0	91	228	111	104	86	79	61	54	36
	40	71	64	0	92	227	112	104	87	79	62	54	37
	16	61	70	0	94	225	113	105	88	80	63	55	38
	97	58	60	0	98	216	117	110	92	85	67	60	42
	31	71	44	0	98	213	119	111	94	86	69	61	44
	60	68	44	0	95	207	122	114	97	89	72	64	47
	5	71	42	0	93	206	122	115	97	90	72	65	47
	94	65	44	0	94	203	124	116	99	91	74	66	49
	1	58	50	0	94	202	124	117	99	92	74	67	49
	24	58	48	0	94	200	125	118	100	93	75	68	50
	88	55	48	0	94	197	127	119	102	94	77	69	52
	73	53	48	0	90	191	130	122	105	97	80	72	55
	37	45	50	0	89	184	133	126	108	101	83	76	58